

## Radiation Protection Competency 3.1

---

**Competency 3.1** Radiation protection personnel shall demonstrate a familiarity level knowledge of contract management and administration and appraise contractor organizations participating in the radiological protection programs.

### 1. Supporting Knowledge and Skills

- a. Discuss the key elements of the contractual relationship between the Department of Energy and its contractors.
- b. Discuss the roles and responsibilities of radiation protection personnel with respect to the contract management and administration process.

### 2. Self-Study Activities (Corresponding to the Intent of the Above Competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	<a href="http://wastenot.inel.gov/cted/stdguido.html">http://wastenot.inel.gov/cted/stdguido.html</a>	DOE Standards, Guides, and Orders
U.S. House of Representatives	<a href="http://law.house.gov/cfr.htm">http://law.house.gov/cfr.htm</a>	Searchable Code of Federal Regulations

**Read** DOE Order 5480.19, *Guidelines for the Conduct of Operations at DOE Facilities*, Attachment I, Chapter 1, Operations Organization and Administration.

**EXERCISE 3.1-A** Identify the key elements and features of an effective DOE and operating contractor relationship.

**Read** Sections 901.603-71 of the Department of Energy Acquisition Regulation (DEAR), Code of Federal Regulations (CFR), Title 48, Chapter 9.

**EXERCISE 3.1-B** Explain how radiation protection personnel (other than Contracting Officer's representatives) support the evaluation of contractor occupational safety programs for the cost-plus-award fee process.

## **Radiation Protection Competency 3.1**

---

### **3. Summary**

Effective relationships between the Department and operating contractors are based in the site's conduct of operations. The organization and administration of operations should ensure that a high level of performance in DOE facility operations is achieved through effective implementation and control of operations activities. Effective implementation and control of operating activities are primarily achieved by establishing written standards in operations, periodically monitoring and assessing performance, and holding personnel accountable for their performance.

Radiation Protection personnel may be asked to participate in the contractor evaluation assessments or reviews or to supply input to those actually performing the review. The items that need to be reviewed from the Radiation Protection perspective need to be for competitive sources are/were solicited, evaluated, and selected, standards are prescribed and met, performance or delivery is timely, estimated costs, and fees are reasonable, and files are documented to substantiate the judgements, decisions, and actions taken.

### **4. Exercise Solutions**

EXERCISE 3.1-A Identify the key elements and features of an effective DOE and operating contractor relationship.

ANSWER 3.1-A An effective DOE and operating contractor relationship includes the following features:

- High operating standards established by management
- Communication of operating standards to the working level
- Sufficient resources provided to the operations department
- Ensurance that personnel are well trained
- Close monitoring of performance in operations
- Accountability of workers and their supervisors for their performance in conducting activities

## **Radiation Protection Competency 3.1**

---

**EXERCISE 3.1-B** Explain how radiation protection personnel (other than Contracting Officer's representatives) support the evaluation of contractor occupational safety programs for the cost-plus award fee process.

**ANSWER 3.1-B** Program personnel who use the contracting process to accomplish their programs must support the contracting officer in ensuring:

- Competitive sources are solicited, evaluated, and selected
- Quality standards are prescribed and met
- Performance or delivery is timely
- Prices, estimated costs, and fees are reasonable
- Files are documented to substantiate the judgements, decisions, and actions taken